

Login - Windows Internet Explorer

https://erpapps2.kfupm.edu.sa:8071/OA\_HTML/AppsLocalLogin.jsp?cancelUrl=/OA\_HTML/AppsLocal... Certificate Error Google

File Edit View Favorites Tools Help

Login

# KFUPM eBusiness System

E-Business Suite

## Login

Username

Password

Login

العربية English

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*Enter Username & Password- Click Login*



# KFUPM eBusiness System E-Business Suite

[Logou](#)

[Logge](#)

## Navigator

Edit Navigator

- KFUPM Material Requestor
- KFUPM New Fire Ext. Issue Request
- KFUPM Photocopier Maint. Work Request
- KFUPM PRI Translation Request
- KFUPM Purchasing Buyer
- KFUPM Purchasing Requestor**
- KFUPM Quote Analysis
- KFUPM Request 00 on Personal Phones
- KFUPM Request for Smart Card Lost, Damaged
- KFUPM Security Faculty Staff Vehicle Sticker Request
- KFUPM Staff Self-Service
- KFUPM Vehicle Maint. Work Request

### KFUPM Purchasing Requestor

- Notifications Summary
- Supplier Item Catalog
- Item Search
- Requisitions
- Requisition Summary
- Requests
- New Item Create Request

### Reports

- Run
- Set

### Quote Analysis

- Quotations
- Quote Analysis

*Click the KFUPM Purchasing Requestor*

## Favorites

You have not selected any favorites. P  
"Edit Favorites" button to set up your f

# KFUPM eBusiness System E-Business Suite

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Logged In As LISHLISH

## vigator

Edit Navigator

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- [KFUPM Purchasing Requestor](#)**
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### KFUPM Purchasing Requestor

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### Quote Analysis

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## Favorites

Edit Favorites

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

*Click the Requisitions.*

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Check Funds  
Tax Details  
Tax Code Summary  
Unreserve

Type **Purchase Re...** Preparer **Jasem Ahmad Hasan Al-Lishlis**  
Status **Incomplete** Total **SAR** **0.00**

Source Details Details Currency

*Go to Tools Menu and select Preferences*

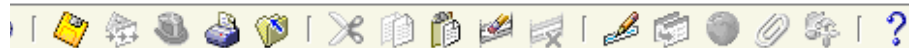
um	Type	Item	Rev	Category	Description	UOM	( [ ]

Destination Type   
Requester   
Organization   
Location   
Subinventory

Source   
Supplier   
Site   
Contact   
Phone

Outside Services Catalog... Distributions Approve...





ion Preferences (King Fahd University of Petrol)

Main Project Information

*In the Main Tab region Enter the  
Need-By Date(Optional)*

Need-By

Currency

Rate Type

Rate Date

Rate

Charge Account

Justification

Note To Receiver

Reference Number

Transaction Nature

☐ Urgent

Destination Type

Requester

Organization

Location

Subinventory

Source

Buyer

Note To Buyer

☐ RFQ Required

Supplier

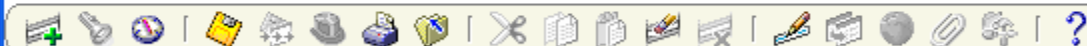
Site

Contact

Phone

Apply





Requisition Preferences (King Fahd University of Petrol)

Main

Project Information

Need-By 12-MAY-2007 00:00

Currency

Rate Type

Rate Date

Charge Account

KFUPM\_ACCOUNTING\_FLEXFIELD

Entity 2604

King Fahd University of Petroleum and Minerals

Account

Govt. Code

Sub Code

Department 000000

Default

Future 1 00000000

Default

Future 2 000000

Default

OK

Cancel

Combinations

Clear

Help

Enter Charge Account(Mandatory)

Entity (2604)

Account (30234001)

Govt. Code (00000000)

Sub Code (00000000)

Cost Center (Department

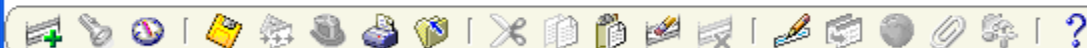
Cost Center) -Enter Respective

Cost center

Future1 (00000000)

Future2 (000000)





Main

Project Information

Need-By 12-MAY-2007 00:00

Currency

Rate Type

Rate Date

Rate

Charge Account 2604.30101012.00020606.00000000.0300

Justification

Note To Receiver

Reference Number

Transaction Nature

☐ Urgent

Destination Type

Requester

Organization

Location

Subinventory

*Enter the Justification for your Requisition line.*

Source

Buyer

Note To Buyer

☐ RFQ Required

Supplier

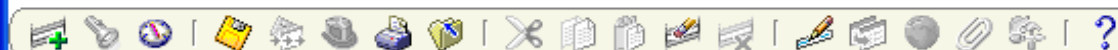
Site

Contact

Phone

Apply





Requisition Preferences (King Fahd University of Petrol)

Main

Project Information

Need-By 12-MAY-2007 00:00

Currency

Rate Type

Rate Date

Rate

Charge Account 2604.30101012.00020606.00000000.0300

Justification

Note To Receiver

Reference Number

Transaction Nature

☐ Urgent

Source

Buyer

Note To Buyer

☐ RFQ Required

Destination Type

Requester

Organization

Location

Subinventory

Requesters

Find %

Name

Employee Num

Aali Bin Ghazi Aali Aali Al-Rshedi

1970319

Aaref Ali Abdullah Al-Khedhr

2014265

Aattia Esmail Attia Khalifa

7053656

Aaydh Bin Shlboot Dokhi Al-Otaibi

1961384

Aayed Mohammad Saed Al-Gahtani

1920497

Abadallh Ibrahim Abdarhman Al-Matrwdy

2030758

Find

OK

Cancel

Apply

*Enter the Requestor : this is employee who actually requires the material (Optional).*







Requisition Preferences (King Fahd University of Petrol)

Main

Project Information

Need-By 12-MAY-2007 00:00

Currency

Rate Type

Rate Date

Rate

Charge Account 2604.30101012.00020606.00000000.0300

Justification

Note To Receiver

Reference Number

Transaction Nature

☐ Urgent

Source

Buyer

Note To Buyer

☐ RFQ Required

Destination Type

Requester Aayed Mohammad Saed A

Supplier

Organization Deliver-To Organizations

Location

Subinventory

Find %

Name	Code
Administration Department:Vehicle Maintenance	E2
Administration Department:Photocopier Maintenance	E3
Security & Safety	E4
LDF	E5
KFUPM Master	KFM
Store House Issuing Org	SHI
Store House Receiving Org	SHR

Find

OK

Cancel

Enter Organization  
Org. should be Store  
House Receiving Org

Apply





Requisition Preferences (King Fahd University of Petrol)

Main

Project Information

Need-By 12-MAY-2007 00:00

Currency

Rate Type

Rate Date

Rate

Charge Account 2604.30101012.00020606.00000000.0300

Justification

Note To Receiver

Reference Number

Transaction Nature

☐ Urgent

Source

Buyer

Note To Buyer

☐ RFQ Required

Destination Type

Requester Aayed Mohammad Saed A

Supplier

Organization Store House Receiving Org

Site

Location

Subinventory

Deliver-To Locations

Find %

Location	Description
Academic Development Center	Vice Rector, Gradua
Academic Improvement Program	Vice Rector, Acaden
Academic Supports	Vice Rector, Gradua
Academic Text Books Committee	Rector
Accounting	Director General, Fin

Find

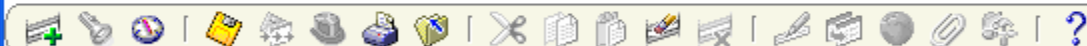
OK

Cancel

Apply

Enter Location  
(Mandatory).





Requisition Preferences (King Fahd University of Petrol)

Main

Project Information

Need-By 12-MAY-2007 00:00

Currency

Rate Type

Rate Date

Rate

Charge Account 2604.30101012.00020606.00000000.0300

Justification

Note To Receiver

Reference Number

Transaction Nature

☐ Urgent

Destination Type

Requester Aayed Mohammad Saed A

Organization Store House Receiving Org

Location Academic Development C

Subinventory

Source Supplier

Buyer Inventory

Note To Buyer

☐ RFQ Required

Supplier

Site

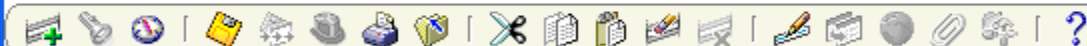
Contact

Phone

Click on the Source Tab  
and put source as a  
"Supplier". Enter the  
Recommended Supplier,  
if You Know, any.

Apply





Requisition Preferences (King Fahd University of Petrol)

Main

Project Information

Need-By 12-MAY-2007 00:00

Currency

Rate Type

Rate Date

Rate

Charge Account 2604.30101012.00020606.00000000.0300

Justification

Note To Receiver

Reference Number

Transaction Nature

☐ Urgent

Source Supplier

Buyer Ahmad Bin Abdulrahman Kha

Note To Buyer

☐ RFQ Required

Destination Type

Requester Aayed Mohammad Saed A

Supplier A. RAJAB & A. SILSIAH & CO.

Organization Store House Receiving Org

Site

Location Academic Development C

Contact

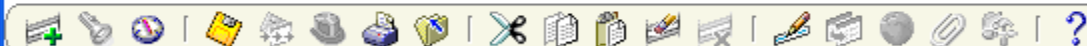
Subinventory

Phone

Apply

Choose Site from LOV.





Main

Project Information

Need-By 12-MAY-2007 00:00

Currency

Charge Account 2604.30101012.00020606.00000000.0300

Rate Type

Justification

Rate Date

Note To Receiver

Rate

Reference Number

Source

Transaction Nature

Supplier

☐ Urgent

Buyer

Note To Buyer

Ahmad Bin Abdulrahman Kha

☐ RFQ Required

Destination Type

Requester Aayed Mohammad Saed A

Supplier

Organization Store House Receiving Org

Site

Location Academic Development C

Contact

Subinventory

Phone

Apply

After entering all the details, click the Apply button and close the screen.



Requisitions (King Fahd University of Petrol) - [New]

Number:  Type: **Purchase Req** Preparer: **Jasem Ahmad Hasan Al-Lishlis**  
 Description:  Status: **Incomplete** Total: **SAR** **0.00**

Lines Source Details Details Currency

Num	Type	Item	Rev	Category	Description	UOM	C
<b>1</b>	<b>Goods</b>	<input type="text"/>					

Destination Type: **Expense**  
 Requester: **Aayed Mohammad Saed Al-G**  
 Organization: **Store House Receiving Org**  
 Location: **Academic Development Cent**  
 Subinventory:

Source: **Supplier**  
 Supplier: **A. AL-RABIAH & PARTNER**  
 Site: **DAMMAM**  
 Contact:   
 Phone:

Outside Services Catalog... Distributions Approve...

Enter the Line Type for the requisition line. By default Line Type field will be "Goods".

All these information will be automatically populated on the requisition screen therefore requestor does not have to enter these details again for each line.



Requisitions (King Fahd University of Petrol) - [New]

Number: [ ] Type: Purchase Requisition Preparer: Jassem Ahmad Hasan Al-Lishli  
 Description: [ ] Status: Incomplete Total: SAR 0.00

Lines Source Details Details Currency

Num	pe	Item	Rev	Category	Description	UOM	Qua
1	ods	010000001		STATIONERY.01	VENDOR,S CHEQUE LI	EACH	

Destination Type: Ex Requester: Aa Organization: Sto Location: Ac Subinventory: [ ]

Outside Service: [ ]

Choices in list: 38327

*For Quantity-based line types, enter the Item you want to request. All the other information such as purchasing category, item description, and unit of measure will be populated automatically.*

System Items

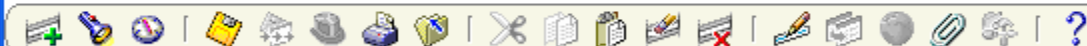
Find %

Item	Description
010000001	VENDOR,S CHEQUE LIGHT BLUE COLOR
010000002	CHECK:EMPLOYS:PAYROLL::EACH
010000003	CHECK:PAYROLL FOREIGN:GREEN::EACH
010000004	CHECK:PAYROLL LABOR :BLUE::EACH
010000005	ENVELOPE:AIRMAIL:4-1/4X9-1/4"ARABIC::EACH
010000006	ENVELOPE:INTER-DEPT:11.4X26.7CM::EACH
010000007	ENVELOPE:INTER-DEPT:30.5X40.6CM::EACH
010000008	ENVELOPE BROWN 25,5 X18 CM::EACH
010000009	ENVELOPE:MANILA:10X12" RIBBLE::EACH
010000010	ENVELOPE:MANILA:25X35CM RIBBLE::EACH
010000011	ENVELOPE:MANILA:30.5X40.6CM::EACH
010000012	ENVELOPE:WHITE 9-1/4X4-1/4" ARABIC::EACH
010000013	ENVELOPE:MANILA:25X35CM.PUBLIC RET
010000014	ENVELOPE WAXED WHITE 10X13"::EACH

Find OK Cancel

start Orac... Purc... Micr... Goo... Yaho... Login... Orac... Orac...





Requisitions (King Fahd University of Petrol) - [New]

Number  Type **Purchase Requi** Preparer **Jasem Ahmad Hasan Al-Lishlis**  
 Description  Status **Incomplete** Total **SAR** **0.00**

[ ]

Lines Source Details Details Currency

Num	Description	UOM	Quantity	Price	Need-By	Tax Code	[ ]
<b>1</b>	<b>VENDOR,S CHEQUE LI</b>	<b>EACH</b>	<b>10</b>	<b>250</b>	<b>12-MAY-2007 00:00</b>		

Destination Type **Expense**  
 Requester **Aayed Mohammad Saed Al-G**  
 Organization **Store House Receiving Org**  
 Location **Academic Development Cent**  
 Subinventory

Source **Supplier**  
 Supplier **A. AL-RABIAH & PARTNER**  
 Site **DAMMAM**  
 Contact   
 Phone

Outside Services

Catalog...

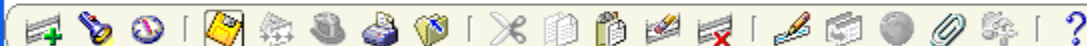
Distributions

Approve...

*Enter the quantity in the quantity field.  
 Enter the price in the Price field, this is the Estimated price. Similarly you can enter multiple item lines.  
 Once enter all the line items, save the record.*







Requisitions Save Fahd University of Petrol) - [New]

Number  Type **Purchase Requisition** Preparer **Jasem Ahmad Hasan Al-Lishlis**  
 Description  Status **Incomplete** Total **SAR** **0.00**

[  ]

Lines Source Details Details Currency

Num	UOM	Quantity	Price	Need-By	Tax Code	Amount	( [ ] )
<b>1</b>	<b>EACH</b>	<b>10</b>	<b>250</b>	<b>12-MAY-2007 00:00</b>			<b>2</b> [ ]

Destination Type **Expense**  
 Requester **Aayed Mohammad Saed Al-G**  
 Organization **Store House Receiving Org**  
 Location **Academic Development Cent**  
 Subinventory

Source **Supplier**  
 Supplier **A. AL-RABIAH & PARTNER**  
 Site **DAMMAM**  
 Contact   
 Phone

Outside Services

Catalog...

Distributions

Approve...



Requisitions (King Fahd University of Petrol) - 7101651

Number **7101651** Type **Purchase Requi** Preparer **Jasem Ahmad Hasan Al-Lishlis**  
 Description Status **Incomplete** Total **SAR 2500.00**

Lines Source Details Details Currency

Num	UOM	Quantity	Price	Need-By	Tax Code	Amount
<b>1</b>	<b>EACH</b>	<b>10</b>	<b>250</b>	<b>12-MAY-2007 00:00</b>		<b>2500.00</b>

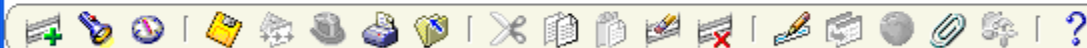
Destination Type **Expense** Source **Supplier**  
 Requester **Aayed Mohammad Saed Al-G** Supplier **A. AL-RABIAH & PARTNER**  
 Organization **Store House Receiving Org** Site **DAMMAM**  
 Location **Academic Development Cent** Contact  
 Subinventory Phone

Outside Services Catalog... Distributions Approve...

The status field be default will remain "Incomplete", that means the PR is still pending with the Preparer.

The system will generate the Purchase Requisition Number (PR) automatically.





Requisitions (King Fahd University of Petrol) - 7101651

Number **7101651** Type **Purchase Requisition** Preparer **Jasem Ahmad Hasan Al-Lishlis**  
 Description Status **Incomplete** Total **SAR 2500.00**

[ ]

Lines Source Details Details Currency

Num	UOM	Quantity	Price	Need-By	Tax Code	Amount	
<b>1</b>	<b>EACH</b>	<b>10</b>	<b>250</b>	<b>12-MAY-2007 00:00</b>		<b>2500.00</b>	<b>2</b>

Destination Type **Expense**  
 Requester **Aayed Mohammad Saed Al-G**  
 Organization **Store House Receiving Org**  
 Location **Academic Development Cent**  
 Subinventory

Source **Supplier**  
 Supplier **A. AL-RABIAH & PARTNER**  
 Site **DAMMAM**  
 Contact  
 Phone

Outside Services

Catalog...

Distributions

Approve...

*Press the Approve button.*





Approve Document (King Fahd University of Petrol) - 7101651

Approval Details

Additional Options

Encumbrance

☐ Reserve

☐ Unreserve

Unreserve Date

☐ Use GL Override

☐ Use Document GL Date to Unreserve

Accounting Date

Approval

☒ Submit for Approval

☐ Forward

Forward From

Approval Path

Forward To

Note

Change  
Summary

The system will open a new screen; by default Submit for Approval Check Box should be checked.

Transmission Methods

☐ Print

☐ Fax

☐ E-Mail

FAX Number

E-Mail Address

☐ XML

☒ EDI

OK

Cancel



Automatically PR will go the next approver for approval.

Press the Ok button.

*To follow up the Requisition go to Requisition  
Summary*



# KFUPM eBusiness System E-Business Suite

[Logout](#) [Preference:](#)

Logged In As LISI

## Navigator

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### KFUPM Purchasing Requestor

- Notifications Summary
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- Requisition Summary
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### Reports

- Run
- Set

### Quote Analysis

- Quotations
- Quote Analysis

## Favorites

Edit Favo

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

*Click the Requisition Summary.*





Requisition Number

Type

Preparer

Requester

Buyer

Modified

Reference Num

Import Source

Line

Line Type

*Enter Requisition Number.*

#### Results

- ☒ Headers
- ☐ Lines
- ☐ Distributions

Item, Rev

Category

Description

Supplier Item

Clear

New

Find (F)

*Click the Find Button, you get Approval Status.*



Find Requisitions (King Fahd University of Petrol)

Requisition Headers Summary (King Fahd University of Petrol)

Number	Description	Approval Status	Creation Date	Currer
7100001	062989	Approved	02-JAN-2007 10:14:17	SAR

Lines

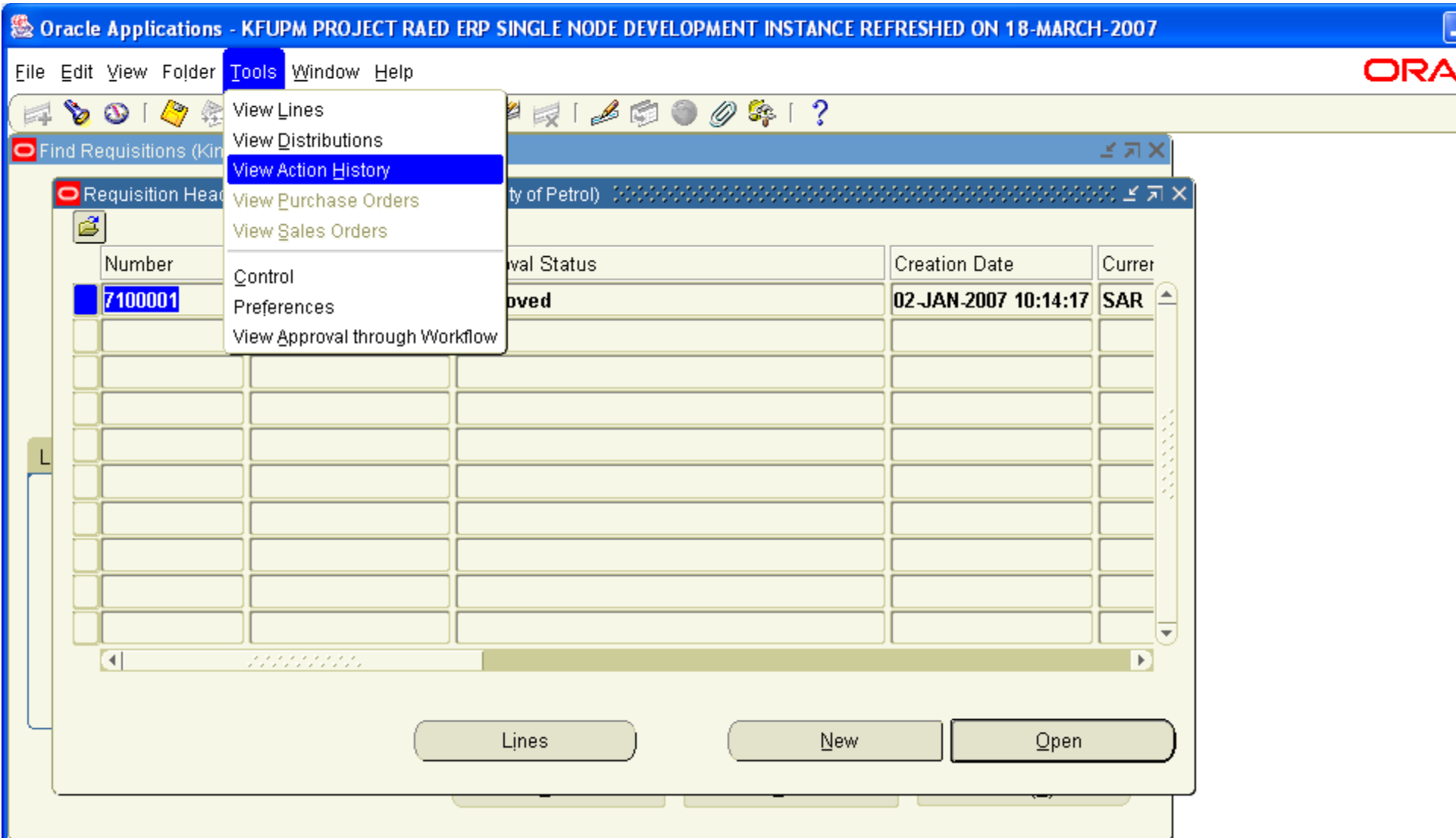
New

Open

*Your Approval Status is Approved.*







*To find With whom the Requisition is pending, Click the "View Action History" from Tools menu.*



File Edit View Folder Tools Window Help



Find Requisitions (King Fahd University of Petrol)

Requisition Headers Summary (King Fahd University of Petrol)

Purchase Requisition (King Fahd University of Petrol) - 7100001

Seq	Date	Rev	Action	Performed By	Note
1	02-JAN-2007 10:16	0	Approve	Salman Ahmed Salm	
0	02-JAN-2007 10:16		Submit	Salman Ahmed Salm	

Lines

New

Open



Oracle Applications - KFUPM PROJECT RAED ERP SINGLE NODE DEVELOPMENT INSTANCE REFRESHED ON 18-MARCH-2007

File Edit View Folder Tools Window Help

Find Requisitions (King Fahd University of Petrol)

Requisition Number  Type

Preparer  Requester

Buyer  Modified

Reference Num  Import Source

Line  Line Type

Line Status Date Ran... Sourcing Deliver To Related D... Accounting Projects

Approval **Approved** Incomplete In Process Pre-Approved Rejected Returned

Control

Reserved

Results

☒ Headers

☐ Lines

☐ Distributions

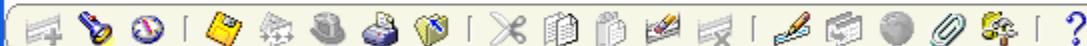
Clear New Find (F)

*This Window is Search facility. You can find out what your Status.*

*In Deliver To To 27, you can mention the Department, get all the P.R for that Department (In the Location Field)*

*In the "Status region" there are 6 type of Approval you can choose any of them & Click on "Find" you can find what is your Status.*

File Edit View Folder Tools Window Help



Find Requisitions (King Fahd University of Petrol)

Requisition Headers Summary (King Fahd University of Petrol)

Number	Description	Approval Status	Creation Date	Currer
<b>7101605</b>		<b>Approved</b>	14-MAR-2007 10:13:54	SAR
7101598	Projector lamps	Approved	13-MAR-2007 15:39:05	SAR
7101597		Approved	13-MAR-2007 15:37:01	SAR
7101596		Approved	13-MAR-2007 15:21:24	SAR
7101593		Approved	13-MAR-2007 14:32:18	SAR
7101590		Approved	13-MAR-2007 11:35:33	SAR
7101589		Approved	13-MAR-2007 10:33:46	SAR
7101588		Approved	13-MAR-2007 10:26:12	SAR
7101587		Approved	13-MAR-2007 10:18:08	SAR
7101586		Approved	13-MAR-2007 10:10:33	SAR

Lines

New

Open

